

INFORMAL REQUEST FOR PROPOSAL
STATE DESIGN AND CONSTRUCTION RESOURCE BUREAU

INFORMAL RFP COVER SHEET

Administrative Information

Title of RFP	Geotechnical Investigation and Report	RFP Number	IRFP926800-02
Project Description:	The State of Iowa Department of Administrative Services (DAS) is seeking professional engineering services for geotechnical investigation and reporting for the State of Iowa Capitol Complex Tunnel Joint Repair Project.		
Agency	Iowa Department of Administrative Services (DAS) State Design and Construction Resource Bureau		
State Issuing Officer: Jeff Just Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-330-8702 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action		Date/Time (Central Time)	
State Posts Notice of RFP on TSB website		3/15/23	
State Issues RFP		3/17/23	
Pre-Proposal Conference Location and Address or Link: Is Pre-Proposal Conference mandatory? No		3/23/23 at 2:00 pm at FMC Or by web conference at https://us02web.zoom.us/j/89778969704?pwd=MDgwQ2o1WDk1RFREUWsyVWNDUERFZz09	
RFP written questions, requests for clarification, and suggested changes from Respondents due		3/27/23 at 2:00 pm	
Proposals Due		4/4/23 at 2:00 pm	
Relevant Websites			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf			
Firm Proposal Terms The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

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1.1 Introduction

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available firms for services, per RFP cover page, and as outlined in Exhibit A.

1.2 Proposal Contents

The Proposal shall consist of the following elements in the order given below, and shall be limited to ten (10) single pages or less, not including dividers, cover page, or resumes:

1.2.1 Letter of Transmittal/Statement of Interest including understanding and compliance with all requirements in this RFP, email address and phone number for contact person, and acknowledgment of any addenda.

1.2.2 "Yes" or "No" responses to Sections 1.3 – 1.5.

1.2.3 Qualifications – See Exhibit B

1.2.4 Approach – See Exhibit C

1.2.5 Fees – See Exhibit D

1.3 Minimum Qualifications

1.3.1 Respondents, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.

1.3.2 The selected Respondent shall have sufficient, qualified staff to deliver the services needed. Per Chapter 26 of the Iowa Code regarding construction bids: A governmental entity shall have an engineer licensed under chapter 542B, a landscape architect licensed under chapter 544B, or an architect registered under chapter 544A prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement.

1.3.3 The selected Respondent shall have the resources and capabilities and the commitment to complete the required work in an efficient and timely manner, within the time period specified/negotiated.

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.4 Administrative Information

1.4.1 All inquiries concerning the RFP shall reference the RFP number and shall be provided (via email) to Issuing Officer identified on the cover page of the RFP. Addenda type questions must be submitted by the date on the cover page of the RFP.

1.4.2 Proposals must be emailed to the Issuing Officer on or before the date and time listed on the cover page of the RFP. The email subject line shall include the following information: **IRFP926800-02 – Geotechnical Investigation and Report**

Additional Administrative Information can be found at the following link:
https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.5 Contract Terms and Conditions

1.5.1 This procurement will result in a modified ConsensusDocs 803 Agreement. By submitting a proposal, geotechnical firm agrees to the contract terms and conditions available at:

1.5.2 Additional information regarding the resulting contract terms and conditions can be found at the following link:

https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.6 Evaluation, Selection, and Award

1.6.1 A Selection Committee will be formed to evaluate all compliant proposals. Criteria for evaluating the proposals will include qualifications and approach/proposed methods.

1.6.2 After selection, DAS will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties.

1.6.3 Additional information regarding evaluation, selection, and award can be found at the following link:

https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

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EXHIBIT A - SCOPE OF WORK

Construction Manager (DCI Group) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for geotechnical evaluation between DAS and the Geotechnical engineer according to separate contract between DAS and Construction Manager. DAS is currently seeking geotechnical services from qualified firms for a project consisting of geotechnical investigation and report for the State of Iowa Capitol Complex Tunnel Joint Repair Project.

Geotechnical services shall include:

1. The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
2. All Geotechnical disciplines necessary to complete the scope of work.
3. Attend Geotechnical kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, designer, and Owner's maintenance staff.
4. Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.

At a minimum, geotechnical investigation, and reporting for the following:

1. Soil Investigation for Design
 - 1.1 Establish a Soil Investigation Plan
 - 1.1.1 Meet with the Owner, Construction Manager, and their Engineering Consultant to review the scope of the project and jointly select and mark soil sampling locations and methods including surface soil borings and interior tunnel soil sampling.
 - 1.1.2 Determine and document the locations for all surface and interior sampling points with respect to the existing tunnel stationing which will be provided.
 - 1.1.3 Coordinate scheduling of all field work with the Construction Manager and obtain approval prior to mobilization to the selected locations. Intent is to minimize impacts to vehicular and pedestrian traffic in the tunnels and at the surface
 - 1.1.4 Geotech to complete Iowa One-Call and coordinate with the Owner on private utility locates to establish the location of all utilities and services in the work area to avoid damaging them.
 - 1.1.5 Meet with the project team one (1) time following the completion of the preliminary report to discuss initial findings and report recommendations.
 - 1.1.6 Update report one (1) time based on Owner and Engineer provided comments and feedback.
 - 1.2 Soil Borings
 - 1.2.1 Owner's Engineer will determine the ground surface elevation of the borings with respect to a known datum. Boring logs shall reference the provided surface elevations or height above tunnel floor for interior tunnel samples.
 - 1.2.2 The depth of the borings shall extend to a minimum of 2' below the bottom of the adjacent tunnel. The scope of work will define approximate depths of anticipated borings.
 - 1.2.3 Mark and provide protection for all open borings during the testing period. Backfill the boring holes upon completion of testing. Quotes are to include concrete and ACC patching measures for concrete and asphalt conditions, if required.
 - 1.3 Keep a Sampling Log of all Soil Sampling Operations
 - 1.3.1 Plot a section of each soil sampling/boring showing material encountered at depths/ranges away referenced to existing grade elevations/existing tunnel wall.
 - 1.3.2 Show the number of blows, weight, and drop of hammer for penetration tests, if applicable for sampling methods utilized.
 - 1.3.3 Record the water levels at time borings are drilled and after a period of 24 hours.
 - 1.3.4 Note any water infiltration encountered in tunnel wall sample locations.

- 1.4 Perform the Necessary Laboratory Testing
 - 1.4.1 Determine the natural moisture content, the Atterberg limits, identify soil types, and the unconfined compressive strength of an adequate number of soil samples.
 - 1.4.2 Perform any other tests which may be required to establish curtain grouting recommendations. Quotes should include itemized costs for additional recommended tests that can be considered by the project team to assist with the proposed injection grouting operations.
- 1.5 Furnish the Engineer, and the Owner a completed Geotechnical Investigation Report including, but not necessarily limited to:
 - 1.5.1 Discussions of site conditions
 - 1.5.2 Soil Sampling Plan
 - 1.5.3 Laboratory test results
 - 1.5.3.1 Recommendations on the following:
 - 1.5.3.2 Groundwater conditions and considerations in relationship to proposed grouting operations.
 - 1.5.3.3 Curtain grouting material and installation recommendations based on in situ conditions. Assume that multiple materials and methods may be required depending on changes in subsurface conditions along tunnel.
2. Provide a lump sum quote for the requested scope of services and quantities along with alternative and unit pricing for additional services which may be requested based on initial findings.
 - 2.1 Base Geotechnical Investigation Scope of Services:
 - 2.1.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.1.2 Complete four (4) soil borings up to a depth of 22' adjacent to the utility tunnels at locations jointly selected with the team.
 - 2.1.3 Complete six (6) soil borings up to a depth of 16' adjacent to the utility tunnels at locations jointly selected with the team.
 - 2.1.4 Complete two (2) soil borings immediately over the utility tunnel to penetrate to within 1' of the top of tunnel to identify any backfill materials on the tunnels. Depths to be between 5 to 8' from the ground surface. Geotech to select the means and methods to complete these borings to not damage the existing tunnel cap.
 - 2.1.5 Complete soil sampling through the tunnel walls at twelve (12) locations to be jointly selected with the team.
 - 2.1.5.1 Soil sampling to extend a minimum of 3' outside of the tunnel walls to identify thicknesses and types of granular material or soil material present. Lengths of soil sampling shall be coordinated with Engineer as required by actual field conditions with sample methods to be able to extend an additional foot at select locations if requested.
 - 2.1.5.2 Base services shall assuming tunnel wall penetrations will be completed by Others and will be ready for sampling by the Geotechnical Engineer. If ground water is present at sample locations a J-plug or similar temporary type seal will be installed and shall be removed and replaced by Geotech as needed for sampling.
 - 2.2 Complete permanent tunnel wall patching at all sample locations following the completion of sampling.
 - 2.2.1 Provide bentonite type hole plug material to stop water infiltration at any locations where water penetration is encountered to allow for permanent grouting. Provide material specifications and detail to Engineer for review and approval for proposed patching method.
 - 2.2.2 Patch wall with minimum 6" thickness of grout material approved by Engineer.
 - 2.3 Alternate #01: Tunnel Wall Penetrations
 - 2.3.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.3.2 Provide 3" diameter tunnel wall penetrations at locations jointly selected with the team.
 - 2.3.2.1 Geotech is responsible for means and methods to successfully complete wall penetrations. Coordinate proposed equipment including all temporary restrictions to pedestrian access in tunnels, potential noise levels, and any temporary utilities, anchors, or equipment that will be required.
 - 2.3.2.2 Anticipated tunnel wall thicknesses are between 10" and 12" with reinforcement. Geotech to accommodate up to 14" wall thicknesses in their base scope of work.

- 2.3.2.3 If ground water is present at sample locations a J-plug or similar temporary type seal shall be installed.
 - 2.3.2.4 Geotech is responsible for general tunnel cleanup of standard drilling operations. If large quantities of ground water or soil material are encountered the Owner will assist with excessive tunnel cleanup that is required with a third party company.
 - 2.4 Unit Price #01: Additional Surface Soil Boring
 - 2.4.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.4.2 Provide an additional soil boring up to a depth of 20' at additional locations beyond the number of soil borings included in the base scope of services.
 - 2.4.2.1 Assume additional borings will be completed in close proximity (within approximately 5') and at the same time as base services borings so additional mobilizations and utility clearances will not be required.
 - 2.4.2.2 The State will negotiate additional mobilization fees if required.
 - 2.5 Unit Price #02: Additional Tunnel Wall Sampling
 - 2.5.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.5.2 Provide soil sampling at additional locations beyond the number of samples specified in the base scope of services.
 - 2.5.3 Provide associated wall patching at additional locations.
 - 2.5.4 Additional wall sampling will occur at the same time as the wall sampling in the base scope of services.
 - 2.6 Unit Price #03: Additional Tunnel Wall Penetrations
 - 2.6.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.6.2 Provide a wall penetration at additional locations beyond the number of samples specified in the alternative scope of services.
 - 2.6.3 Additional wall penetrations will occur at the same time as the wall penetrations in the base scope of services.
 - 2.7 Unit Price #04: Piezometers
 - 2.7.1 Provide all required equipment, materials, labor, administration, and supervision necessary to complete the required scope of work.
 - 2.7.2 Install a semi-permanent piezometer at one of the soil boring locations which can be monitored by the Owner over a duration of approximately a year.
 - 2.7.3 Unit pricing should be for a single piezometer but the Owner will likely request 3 to 4 if they proceed with this option. If owner proceeds with this option, all piezometers will be installed at same time.
 - 2.7.4 Quote to include detail of the proposed piezometer type and material so this can be negotiated as needed.
- 5. Existing PDF drawings will be provided to the successful geotechnical firm.
- 6. Field examination of the existing tunnels.
- 7. Compliance with all Federal, State, and applicable Local codes.
- 8. Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
- 9. Include site visits as needed. Meet with the project team one (1) time following the completion of the preliminary report to discuss initial findings and report recommendations.

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EXHIBIT B – QUALIFICATIONS

Respondent shall provide the following:

1. Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing.

NOTE: Any responding company and/or consultant that is part of the project geotechnical services cannot receive an award from the resulting request for bid of construction services.

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EXHIBIT C – APPROACH

Respondent shall provide the following:

1. Firm should provide an overview of its solution to meet the scope presented in Exhibit A.
2. DAS is seeking a firm that can commence work upon execution of a contract. Respondent shall provide a statement indicating it can meet the following schedule:

Execution of Geotechnical Contract	Week of April 10 th 2023
Tentative Design Kick-Off Meeting	Week of April 17 th 2023
Initial Report	May 26 th 2023
Final Report	June 9 th 2023

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EXHIBIT D – FEES

NOTE: FEES WILL BE DETERMINED DURING CONTRACT NEGOTIATIONS

Respondent shall provide the following:

1. The Department requests lump sum pricing from the respondents to this Informal RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage, and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - a. Geotechnical Base Bid
 - b. Alternate #1
 - c. Unit Price #1
 - d. Unit Price #2
 - e. Unit Price #3
 - f. Unit Price #4
2. Provide the hourly rates, and anticipated hours by position, for all persons (including subcontractors) that will be assigned to the project.

NOTE: The State has established rules for limitations on reimbursement expenses. Please reference Department of Administrative Services - State Accounting Enterprise Procedures [210.130](#) and [210.245](#) (accessible at <https://das.iowa.gov/>) for limits on travel expenses.

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EXHIBIT E – TUNNEL MAP